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Job details

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Position/Program Information This position will provide management leadership to the new Program Reimbursement and Recovery Bureau, which will assume responsibility for all revenue reimbursement and reconciliation activities for the Department as well as authorizing payment of services for contract providers consistent with contractual, legal and programmatic requirements.

Essential Job Functions

- Directs the development and implementation of processes and procedures to ensure the Department receives appropriate reimbursement (estimated at more than \$1.4 billion annually) from Federal, State, commercial insurance and other third-party sources
- Directs the preparation and monitors the status of claims for program reimbursement; directs the activities necessary to file appeals or corrections if claims are denied for payment or excepted upon audit, and reconciles approved reimbursements with approved reimbursement rates and actual payments.
- Through subordinate supervisors, authorizes Department of Mental Health (DMH) Accounting to make payment to legal entity and fee for service providers for services based on contractual, legal and programmatic requirements.
- Directs the review and interpretation of federal and state regulations for compliance with Federal and State requirements for claiming federal and state funding; directs the review and analysis of proposed changes in federal and state laws and regulations and prepares comments and/or recommends official County positions on those proposed changes; develops and advocates for changes to reimbursement regulations and policies that would be beneficial to the County or to patients with mental health issues.
- Directs the development of policies, procedures, manuals and training programs for both directly operated and contracted service providers to ensure maximum reimbursement to the Department while complying with all federal, state and local laws, rules and regulations.
- Directs the ongoing development and monitoring of

systems necessary to submit claims for reimbursements to federal, state and other agencies as well as to monitor and adjust proper payments to contracted service providers in accordance with contractual, legal and programmatic requirements.

Requirements**Selection Requirements:**

Four years' responsible experience in an administrative* or staff capacity**, two years of which must have been within the field of health financial management at the level of Revenue Manager I***, Fiscal Officer II****, or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Demonstrated knowledge of federal, state and county government health care, mental health or public health funding structures and functions, as well as their programs and services.
- Extensive knowledge of healthcare insurance billing.
- Extensive knowledge of federal, state, and local laws, rules and regulations.
- Extensive experience working in healthcare or mental health claiming policy, or fiscal policy analysis.
- Experience working with Electronic Health Record (eHR).
- Experience interacting with local, state, and federal government officials.
- Excellent interpersonal skills.
- Excellent written communication and oral presentation skills.
- Strong managerial and leadership skills.
- Education – A Bachelor's degree or higher in Business Administration, Public Administration or a related field from an accredited***** college or university.

**Special
Requirement
Information**

*Administrative is defined as work performed in an administrative services branch of an organizational unit, including responsibility for the development of procedures and participation in policy formulation.

**Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.

***In the County of Los Angeles, Revenue Manager I is defined as, manages and evaluates the revenue generating and cost recovery activities for a 300-500 bed teaching hospital with outpatient clinics capable of 15,000-20,000 clinic visits per

month and for the region of which the hospital is a part.

****In the County of Los Angeles, Fiscal Officer II is defined as, directs the work of a large staff (more than 55) in the operation of a large to very large scale complex accounting program through a subordinate accounting officer or accountant functioning at a responsible level and in the work of a large group of related activities; and in addition, has major substantive non-accounting financial or budgetary responsibility in a department or institution having an annual budget of over \$50,000,000.

*****Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. **A copy of your degree or written statement from the Registrar's office must be submitted AT THE TIME OF FILING.**

Examination Content

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position.

The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

You must achieve a passing score of 70% or higher in this examination in order to be placed on the Eligible Register.

Special Information

Past and present mental health clients and family members are encouraged to apply.

Vacancy Information

The eligible register resulting from this examination will be used to fill a vacancy in the area of Strategic Planning-Program Reimbursement, located at 550 S. Vermont Ave., Los Angeles, CA 90020.

Eligibility Information

The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

	Retake: No person may compete for this examination more than once every twelve months
Available Shift	Any
Application and Filing Information	APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL, FAX OR IN PERSON.

Fill out your **application** and **Supplemental Application Form** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

Click on the link below to access the Supplemental Application Form:

http://file.lacounty.gov/dhr/ehr/cms1_196029.doc

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and supplemental application form by 5:00 pm, PST, on the last day of filing.

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, Diploma, Transcripts, Training Certificates, Resume and/or additional examination related documents, etc.) as attachment (s) at the time of filing. Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 within five (5) business days of on-line filing. Please include examination number and examination title.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

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ADA Coordinator Phone

(213) 738-2823

Teletype Phone

800)735-2922

California Relay Services Phone

800)735-2922

Job Field

Finance and Accounting

Job Type

Professional

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